



## Vocational Rehabilitation Counselor and Vocational Rehabilitation Counselor - in Training

**Division of Vocational Rehabilitation** - Multiple Locations Statewide

**Job Announcement Code: 13-02947**

[Printable Job Announcement](#)

### Deadline

Ongoing. Applications are accepted on an ongoing basis. As vacancies become available, we will use the list of eligible candidate from this recruitment.

### Salary Information

The Vocational Rehabilitation Counselor (VRC) In-Training position is in pay schedule and range 12-07, starting pay is \$42,050 per year with [benefits](#). The Vocational Rehabilitation Counselor (VRC) position is in pay schedule and range 12-08, starting pay is \$45,484 per year. Pay upon transfer, demotion, or reinstatement is based on the compensation rules applicable to the transaction. A 12-month probationary period is required for these positions.

### Introduction

Do you enjoy working with people with disabilities and assisting them in reaching their employment goals?

Do you have a Master's Degree in counseling or a Professional Counselor's license in WI? Or, are you within four months of receiving your Master's degree in Counseling? Do you need to gain your supervised counseling hours, and would you like to earn a livable wage while doing so?

The Division of Vocational Rehabilitation uses a Team approach to providing counseling and vocational supports to persons with disabilities. Positions are located throughout the state at Wisconsin Job Centers. Here's a chance to use your counseling skills, gain supervised counseling hours if you need them, and help improve the lives of many of Wisconsin's citizens. Click here for more information about the [Division of Vocational Rehabilitation](#).

### Job Duties

Counsel persons with disabilities and their families to identify and resolve problems; plan individualized vocational rehabilitation programs and provide support and direction during the rehabilitation process; arrange for medical and psychological evaluation and vocational testing and/or work evaluation; place clients in jobs; attend meetings, seminars and training sessions.

**VRC:** A complete [position description](#) has been provided for your review.

**VRC In Training:** A complete [position description](#) has been provided for your review.

### Special Notes

To be eligible for a **Vocational Rehabilitation Counselor-In-Training** position, the applicant MUST have a master's or doctoral degree in Professional Counseling or be in an approved related field. The ability to obtain a Professional Counselor Training License per s. 457, Wis. Stats. is required upon appointment to a Vocational Rehabilitation Counselor-In Training position.

As a condition of employment in a Vocational Rehabilitation Counselor-In Training position, the incumbent must maintain a Professional Counselor Training License. The incumbent must also obtain a Professional Counselor License within four years from the effective date of his/her appointment.

Applicants within four (4) months of graduation are encouraged to apply.

To be eligible for a **Vocational Rehabilitation Counselor** position, the applicant MUST possess a current Wisconsin Professional Counselor license from the Wisconsin Department of Safety and Professional Services.

If you have not already started your licensure application process with the Department of Safety and Professional Services, you are encouraged to immediately begin this process to expedite your consideration during the hiring process.

Applicants with a background in Vocational Rehabilitation are especially encouraged to apply.

The names of eligible candidates may also be referred for consideration for Project or limited term Vocational Rehabilitation Counselor positions. Those in project positions may not be eligible for all benefits available to a person in a permanent position. Those in limited term positions are not eligible for benefits.

### Required Knowledge and Abilities

Knowledge of physical and mental impairments and their effects on vocational and social adjustment; experience with psychological tests and other evaluative techniques; knowledge of target population; experience with techniques and principles of diagnostic interviewing; knowledge of counseling and placement of persons with vocational/occupational handicapping conditions; knowledge of Federal, State and community programs providing services to persons with disabilities; oral and written communication skills.

Positions which counsel persons who are deaf or hard of hearing may require fluency in American Sign Language. Other positions may require fluency in Spanish/English or Hmong/English. Travel is required for all positions.

### Background Check

Due to the nature of this position, a criminal background check will be conducted prior to making an offer of employment.

### How to Apply

Applicants have two options of applying: Online (preferred) or hard copy (postal mail, e-mail or fax). Both methods require the following materials: A resume and letter of interest, application for State Employment and responses to the exam questions

Apply Online: The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Or submit the above listed documents by: Fax (608-261-0707) or email ([TLPJobs@dwd.wisconsin.gov](mailto:TLPJobs@dwd.wisconsin.gov)) or mail(DWD/Human Resource Services; P.O. Box 7946; Madison, WI 53707-7946)

Please use only one application method. Application materials are also available at: <http://dwd.wisconsin.gov/asd/joboprs.htm>

Materials will be reviewed and the names of those persons meeting the requirements will be placed on the employment register.

Questions regarding the examination can be directed to Toya Pedracine at (608) 266-3321 or [TLPJobs@dwd.wisconsin.gov](mailto:TLPJobs@dwd.wisconsin.gov). If you encounter technical issues or need assistance using the system, please contact the Office of State Employment Relations at [wiscjobs@wisconsin.gov](mailto:wiscjobs@wisconsin.gov) or 608-267-1012.

DWD is an equal opportunity employer. Women, persons with disabilities and persons from racial or ethnic minority groups are encouraged to apply.